## Role information

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| Job Title: | IRIS Advocate Educator | Travel Required: | Travel Required |
| Location: | Sandwell | Position Type: | Full Time |
| Service area: | Sandwell | Level/Salary Range: | £25590.96 |
| Responsible to: | Jennifer  Lumsden-Gordon | Working Hours | 37.5 hrs per week |
| Special Conditions | | | |
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| Job Brief | | | |
| To provide training to general practices, on-going support for health professionals and advocacy for patients | | | |

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| **Working for BCWA** | |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organisation and all it stands for.  The (position) must possess the leadership, skills and commitment to challenge abuse and violence within our society acknowledging that victims are faced with many barriers to living free from violence and abuse. Victims of violence are at the heart of everything we do.  BCWA listens, supports and cares |
| Commitment to safeguarding | Black Country Women’s Aid is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| **Main purpose** | |
| 1 | Supporting and providing on-going training for health professionals in general practice on understanding and responding to domestic violence and abuse (DVA) |
| 2 | Encouraging health professionals to ask women about their experience of abuse and respond, record, safety check and refer |
| 3 | Building and maintaining an effective relationship with general practice teams |
| 4 | Providing individual needs-led information, support and advocacy (including sign-posting) for women who disclosed their past or current experiences of DVA |

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| **Principle Duties** | |
| 1 | Deliver training to health care professionals about DVA in participating general practices |
| 2 | Develop a good relationship with all general practice staff and work effectively as part of the practice team. This includes:   * provision of systematic support to the primary care teams of participating general practices, including meeting with individuals and small groups of clinical and administrative staff * Working closely with practice champions in each practice * Attending relevant meetings |
| 3 | Promote awareness of the experiences and needs of women living with or escaping DVA, particularly in relation to their health |
| 4 | Review number of advocate referrals made by clinicians in participating general practices |
| 5 | Further develop effective assessment and monitoring procedures and ensure that clear accurate records are kept and maintained |
| 6 | Provide support to women experiencing DVA referred by primary health care clinicians from participating practices |
| 7 | Provide support to women experiencing DVA who self-refer from participating practices |
| 8 | Provide direct casework support, advice, information and advocacy to women experiencing DVA through telephone contact, and/or meetings at the relevant practice |
| 9 | Work with women experiencing DVA to increase their personal safety (and that of any children) and inform them of their rights and options in terms of housing, legal and welfare rights |
| 10 | To develop good working relationships and liaise with outside agencies when needed. This will include referral to colleagues within the specialist agency, to other specialist DVA services or other external agencies when appropriate |
| 11 | Keep accurate records of all work done with or on behalf of clients and produce written reports as requested, including a monthly report of referrals from clinicians participating in the IRIS programme and the take up of these referrals advocacy including outputs and patient outcomes |
| 12 | To contribute to monitoring and evaluation of the project. |

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| **General Duties** | |
| 1 | To be compliant in Data protection principles and The GDPR |
| 2 | To be proficient in Word-processing, spreadsheets and databases, preferably in a Windows environment |

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| **Safeguarding responsibilities (the individual’s responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with** | |
| 1 | It is every individual’s responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. |

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| **Important information** | |
| 1 | This job description will be subject to review as part of the annual appraisal process. The post holder will e expected to be flexible in her development of the post and will participate fully in all discussions about the nature of her work and the tasks involved. |
| 2 | Black Country Women’s Aid is committed to safeguarding and promoting then welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. |
| 3 | Any other duties which the Executive Director may feel necessary from time to time |
| 4 | Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.  The post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e) |

# Person Specification

The Person Specification is supplementary information to the job description and lists essential and desirable criteria for the post. It should:

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| **Knowledge: You are required to:** | |
| 1 | In depth knowledge and understanding of the issues facing women who have experienced domestic violence and abuse with specific knowledge of the effects on health |
| 2 | Specialist knowledge and/or experience of working with women and children experiencing DVA and ability to communicate sensitively with women who may be distressed |
| 3 | Knowledge of options for and rights of women experiencing domestic violence and abuse and proven ability to use in casework |
| 4 | Knowledge of a range of options for and rights of women experiencing DVA and proven appliances of these concepts |
| 5 | In depth knowledge of training strategies and methods |
| 6 | Knowledge of relevant legislation relating to DVA |
| 7 | An understanding of the needs of minority women experiencing DVA |
| 8 | Knowledge of service evaluation and audit |

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| **Experience** :**You are required to have experience of:** | |
| 1 | Experience of working within the Violence Against Women / similar field |
| 2 | Experience of working with clients with a variety of support needs |
| 3 | Experience of needs and risk assessment and support of women experiencing domestic violence and abuse |
| 4 | Experience of providing and reviewing training and ability to provide on-going training to health professionals |

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| **Skills/ and abilities: You are required to:** | |
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| 2 | Experience of working building and maintaining partnerships with other agencies |
| 3 | Experience of delivering training to professionals |
| 4 | Excellent verbal and written communications skills including report writing and presentation |
| 5 | Ability to liaise with external organisations |
| 6 | Ability to communicate effectively with a range of professionals |
| 7 | Ability to establish and maintain appropriate boundaries when working with women who are experiencing crisis |
| 8 | Ability to main administrative and monitoring systems |
| 9 | Able to manage time effectively and deal with changing and competing demands |
| 10 | Ability to work under pressure and to plan and prioritise own workload |
| **Qualifications and Experience: You are required to:** | |
| 1 | Formal / informal training in a range of gender violence issues |
| 2 | Degree level education or similar/relevant professional qualifications |
| 3 | Understanding of and commitment to equal opportunities |
| 4 | Commitment to anti-discriminatory practice |
| **Character and Personal qualities: You will be required to:** | |
| 1 | Commitment to anti-discriminatory practice |
| 2 | Reliable and trustworthy |
| 3 | Efficient and punctual |
| 4 | Consistent and flexible – able to deal with changing and competing demands |
| 5 | Ability to think creatively and show initiative |
| 6 | Non-judgemental and non-directive approach to empowering women along with the  ability to understand the individual needs of women |
| **Other Requirements: You will be required to:** | |
| 1 | Have a current driving license and access to a vehicle |
| 2 | Be willing to work unsociable hours, including evenings and late nights if required by the parameters of the hours of the GP surgery |
| 3 | Be eligible to work in the UK |

# Version control and Sign off

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| Job Description produced by: | Jennifer Lumsden-Gordon | Date Produced | 23/08/2017 |
| Job Description reviewed by: | Katie Williamson | Date reviewed | 20/02/2019 |
| Job Description approved by: |  | Date Approved |  |